



County Budget Administrator

Unclassified Management

*The annual salary for this position starts at: **\$77,534** Plus an attractive benefits package.*

*Estimated Total Compensation Package in first year: **\$113,080***

See inside for details

This recruitment will be open until filled.

*To be included in the first screening, submit a completed application by **May 12, 2006.***



One of the Fastest Growing Counties in the State

Placer County is a wonderful place to live and work. Placer County's climate, geography, and historical richness contribute to its high quality of life. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

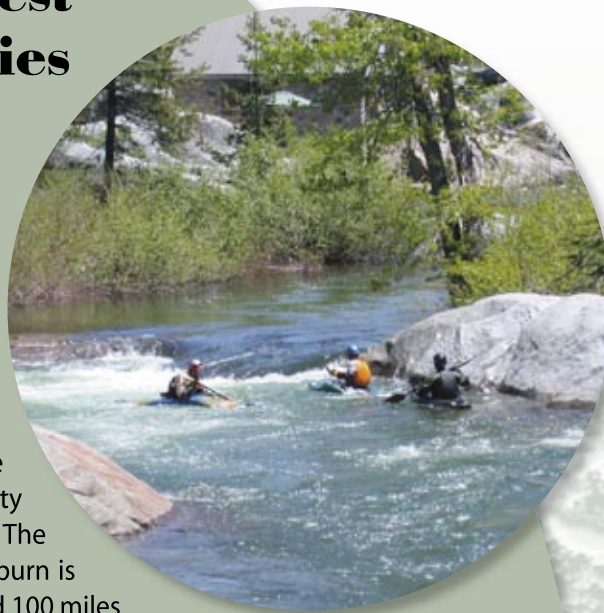
Placer County's growth rate continues to exceed that of California, the Bay Area and the greater Sacramento Area. In January 2005 Placer County had an estimated population of over 300,000 with an unincorporated population of 104,600. The incorporated cities include Roseville (102,200), Rocklin (50,500), Auburn (12,900), Lincoln (27,000), Loomis (6,200) and Colfax (1,800). The County's fast growing economy and diverse geography encompasses North Lake Tahoe, where tourism is the primary economic activity, and South Placer in the Sacramento metropolitan area, where high technology are the leading employers. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin and Lincoln, offers a variety of housing choices and suburban amenities including Sierra Community College, expansive shopping, multi-use sports complexes and various social and cultural activities. Several significant developments are being planned including both private and public universities.

Recreational Activities

Placer County offers a wide variety of sports, recreational and leisure activities to satisfy the diverse tastes and interests of its residents and visitors. There are water sports of all types on crystal lakes which dot the County's landscape. White-water rafting and canoeing are available in the canyons of the American River's North and Middle Forks. Fishing is available for game fish ranging from trout to bass. Equestrian, mountain-bike, and backpacking trails run through hundreds of square miles of wilderness. Placer County is also home of a number of world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl and Northstar at Tahoe.

County Government

The County employs approximately 3,000 employees and has an annual budget of approximately \$600 million. The County is governed by a five member Board of Supervisors elected by district for four-year, overlapping terms. There are six elected County officers and the Board appoints a County Executive Officer. The County has a proud tradition of being a progressive local government bolstered by a forward-looking County Executive Officer and progressive Board of Supervisors. The opportunity for personal and career growth abounds.



The Position

The County Budget Administrator will work within the County Executive's Office Financial Unit to plan and organize the County budget process; and will coordinate these budget activities with all County departments. The County Budget Administrator's role is critical to the County Executive Office as this position coordinates the annual budget process in compliance with State Controller guidelines as outlined in Accounting Standards and Procedures for Counties, County Budget Act.

This position will also support the management team responsibilities to fulfill its mission and carry out the policies of the department by providing much needed coordination and analysis. In addition to functional responsibility for the County Budget process, this position will provide direct supervision to employees within a work unit, provide direct analyst support to several County departments, and serve as an advisor to the County Executive Officer and management team on a variety of complex budget, financial and related functions. In addition, this position will direct and manage staff that will make policy recommendations for departments in the General Government System.

The Ideal Candidate

The preferred candidate will have a combination of administrative and budget development experience in a public agency with demonstrated responsibility for managing and/or coordinating multi-million dollar budgets.

In addition to meeting the minimum requirements below, the ideal candidate will be knowledgeable in advanced principles of financial administration, public budgeting, financial forecasting, accounting and financial/economic analysis.

The preferred candidate will also demonstrate an ability to organize, coordinate, and direct multiple, complex County budget processes and activities. Preference will be given to candidates who possess the background and skills to prepare, manage, and coordinate the syntheses of many budgets in to one complex and balanced County budget. Preference will also be given to candidates that demonstrate policy development experience and the ability to coordinate a budget process through to completion and timely submission to the Board of Supervisors.

Minimum Education And Experience

Experience: Five years of increasingly responsible administrative work experience in budgeting, accounting, finance, or a comparable field, including two years of supervisory responsibility and management experience.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

License/Certificate: Possession of, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

A complete job description is available on the County's website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 886-4615.

Relocation Expense Reimbursement

In certain instances, and upon approval by the County Executive Officer, up to 50% (or \$3,000 maximum) of direct relocation expenses may be reimbursed to new employees who relocate from other areas.

Travel Reimbursement

Candidates residing outside the area who are offered an oral interview may be eligible, with prior approval, for travel reimbursement for expenses incurred when traveling to and from the interview.

Compensation & Benefits

Salary: The monthly salary range for this unclassified management position is \$6,461 - \$7,853 (step placement negotiable) paid biweekly (26 pay periods annually). A longevity increase of 5 % is added to the salary after 5 years are obtained at top step. In addition, the County offers an attractive benefits package, which currently includes:

Supplemental Compensation: The County provides \$1,500 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Annual Leave: A competitive vacation and sick leave package and thirteen (13) paid holidays per year are provided. The County also provides management employees 72 hours of management leave to be used as time off or the hours can be cashed out. Additional hours of management leave are available based on annual salary multiplied by 4% less \$1,500 divided by the hourly rate of pay.

Health, Dental and Vision Insurance: Health coverage is available through CalPERS with the county paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement. Dental and vision insurance are fully paid by the County for the employee; dependent dental and vision coverage is available.

Life Insurance: A fully paid double indemnity life insurance policy of \$50,000 is provided by the County for the employee, which converts to a \$25,000 policy upon retirement from the County with ten or more years of service. An accidental death policy of \$10,000 is also fully paid by the County.

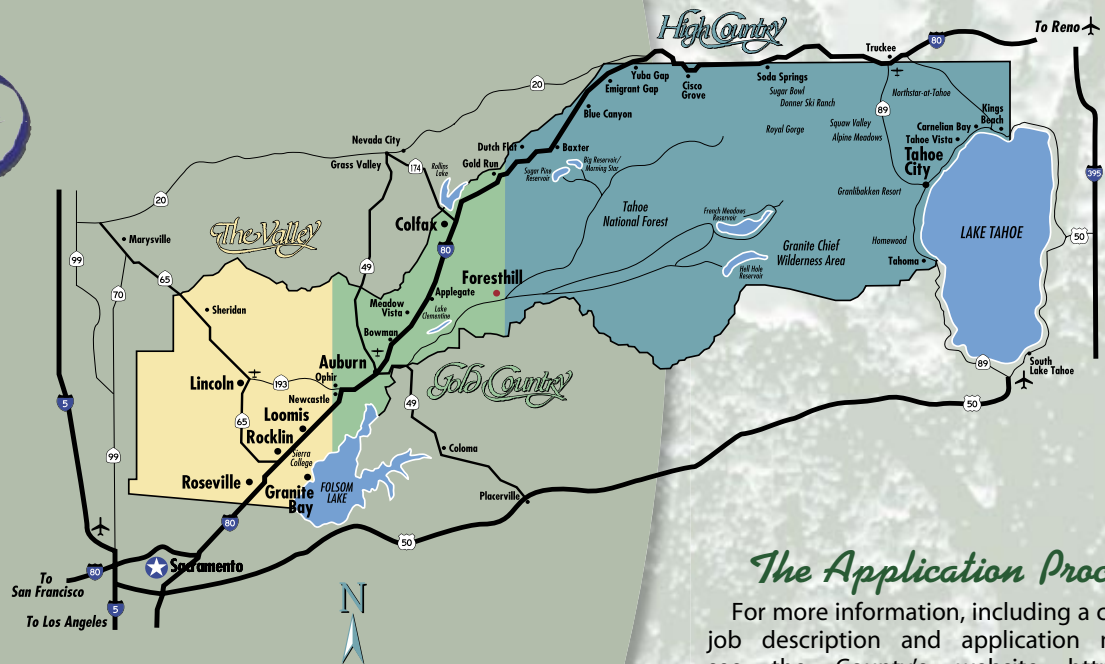
Retirement Plans: Employees are covered by Social Security and the Public Employees' Retirement System (PERS). The County's PERS Retirement formula is 2.5% at age 55, Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution, often called the PERS Pick Up. For Management employees, this contribution is reported to PERS as special compensation so that it is included in gross wages for calculating your benefits at retirement. Health care benefits are also available in retirement. Employees may contribute to both a 457 deferred compensation plan and a 401(k) plan.



Estimated Total Compensation

Based on current plans and rates. Benefits are subject to collective bargaining; plans and rates are subject to change.

| Estimated Total Compensation | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Longevity |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Annual Salary | \$77,534.08 | \$81,411.20 | \$85,480.93 | \$89,754.91 | \$94,242.93 | \$98,955.08 |
| Supplemental Compensation | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Management Leave Cash Out | \$4,286.74 | \$4,575.47 | \$4,878.17 | \$5,195.43 | \$5,532.24 | \$5,884.97 |
| Total Estimated Cash Compensation | \$83,320.82 | \$87,486.67 | \$91,859.10 | \$96,450.34 | \$101,275.17 | \$106,340.05 |
| Estimated County Paid Benefits | | | | | | |
| Blue Shield HMO - Family <i>Choice of 3 HMO and 2 PPO plans</i> | \$12,750.24 | \$12,750.24 | \$12,750.24 | \$12,750.24 | \$12,750.24 | \$12,750.24 |
| Delta Dental | \$604.32 | \$604.32 | \$604.32 | \$604.32 | \$604.32 | \$604.32 |
| VSP Vision | \$110.40 | \$110.40 | \$110.40 | \$110.40 | \$110.40 | \$110.40 |
| Management Life Insurance \$50,000 policy | \$186.00 | \$186.00 | \$186.00 | \$186.00 | \$186.00 | \$186.00 |
| PERS Retirement Contribution <i>(does not include additional EPMC)</i> | \$16,108.48 | \$16,913.99 | \$17,759.52 | \$18,647.48 | \$19,579.91 | \$20,558.91 |
| Total Estimated County Paid Benefits | \$29,759.44 | \$30,564.95 | \$31,410.48 | \$32,298.44 | \$33,230.87 | \$34,209.87 |
| TOTAL ESTIMATED COMPENSATION | \$113,080.26 | \$118,051.62 | \$123,269.58 | \$128,748.78 | \$134,506.04 | \$140,549.91 |



PERSONNEL DEPARTMENT

Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200 • Auburn CA 95603

Executive Recruitment Department: (530) 886-4615

execjobs@placer.ca.gov

Main Telephone: (530) 889-4060

Job Line: (530) 889-4070

www.placer.ca.gov/jobs

The Application Process

For more information, including a complete job description and application materials see the County's website <http://www.placer.ca.gov/personnel>, call the Executive Recruitment Department (530) 886-4615 or send an email to execjobs@placer.ca.gov.

To be considered for this excellent career opportunity, please submit a completed application and resume to the Placer County Personnel Department. This recruitment will be open until filled. To be included in the first screening, submit a completed application by May 12, 2006 to:

Placer County Personnel Department

Executive Recruitment

145 Fulweiler Avenue, Suite 200

Auburn, CA 95603

Interviews are tentatively scheduled for May 19, 2006 and May 22, 2006. Appointment to this position will be contingent upon successful completion of a post-offer/pre-employment physical examination and background investigation.

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is stated in the policy of Placer County that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring placement, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY
FOR ALL COUNTY FACILITIES.